

*International Narcotics & Law Enforcement Affairs Section of the  
Embassy of the United States of America*



Guatemala, November 25<sup>th</sup> ,2020

To: Prospective Bidders

**Subject: Request for Quotations number RFQ 19GT5021QI0002 – Furniture for Host Government Agency**

Enclosed is a Request for Quotation (RFQ) for IT equipment as described. If you would like to submit a quotation, please complete the required portions of the attached documents and submit your offer to:

[RodriguezAL@state.gov](mailto:RodriguezAL@state.gov)

If you have any questions please submit them to Ana Lucia Rodriguez  
[RodriguezAL@state.gov](mailto:RodriguezAL@state.gov) and [Guatemala-INL-Procurement@state.gov](mailto:Guatemala-INL-Procurement@state.gov) .

**Quotations are due on Monday, December 7<sup>th</sup>, 2020 COB 12:00**

The U.S. Government intends to award a **purchase card order** to the responsible company submitting a technically acceptable offer at the lowest price

Pricing must include breakdown (NET PRICE + VAT = FULL PRICE). VAT (IVA) should be listed separately for each line item. Email bids should not contain attachments greater than 10MB in size, or they may be refused by the system.

Sincerely,

**Ana Lucia Rodriguez  
INL Procurement Agent**

List of attachments:  
Standard Form 18 (RFQ)  
Solicitation Package –Work Statement  
Clauses incorporated by reference